



UNITED STATES DEPARTMENT OF EDUCATION  
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION  
ACADEMIC IMPROVEMENT AND TEACHER QUALITY PROGRAMS

March 4, 2014

Dear 21st CCLC Program:

Congratulations! Your program has been selected as a featured science, technology, engineering and mathematics (STEM) program for the 21st Century Community Learning Center (CCLC) Virtual Showcase.

As part of the Showcase, we will coordinate a convenient date and time for a professional video crew to visit your site to document your program. To ensure the video is a success, your support will be needed to facilitate the production. This will include logistical assistance with preparation, such as confirming parental and staff consent through release forms, providing staff time, and reserving a place for the filming.

Attached to the email that includes this letter is a U.S. Department of Education-approved release form for participants. Each staff member and participant who will take part in the filming needs to sign a form, and all forms must be provided to staff from GEARS, the Department's contracted staff, on the scheduled film day. Please note that all participants under the age of 18 need a parent or legal guardian to sign the waiver before the scheduled film date so that it may be collected the day of filming.

***Timeline***

**Weeks of March 3 and 10, 2014**

- A call will take place to coordinate the filming schedule and discuss logistics.
- Programs will be asked to provide potential dates **(March 17, 2014 –April 11, 2014)** for filming that would have the highest participant attendance in STEM activities.

**March 17–April 11, 2014**

- A professional video crew will visit your STEM program site. The crew will film STEM activities and conduct interviews with staff and participants about your STEM program.
- An itinerary and script outline will be provided to your program before filming commences so that you can prepare.

It is anticipated that the videos will be finalized by mid-June and posted on the You for Youth website (<http://y4y.ed.gov/>).

If you have any questions or concerns regarding the Showcase process or timeline, please contact Rachael Wingfield at [stem@getingears.com](mailto:stem@getingears.com) or (301) 429-5982. You may also

[www.ed.gov](http://www.ed.gov)

400 MARYLAND AVE., SW, WASHINGTON, DC 20202-6200

*The Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.*

contact David Miller, 21st CCLC STEM, U.S. Department of Education, at [david.miller@ed.gov](mailto:david.miller@ed.gov) or (202) 453-5621. Thank you for your participation in the Department's Virtual Showcase and congratulations again on your selection.

Sincerely,



Valerie Randall  
Group Leader, Academic Improvement Programs

Enclosures (1)

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